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# HANDBOOK

*On the Work of the*

## WOMAN'S MISSIONARY ORGANIZATION

*of the*

## CUMBERLAND PRESBYTERIAN CHURCH



*by*

Mrs. Johnie Massey Clay

*and*

Miss Mattie Huber

*January, 1924*

***“Study to show thyself approved  
unto God, a workman that needeth  
not to be ashamed”.***

**Woman's Board of Missions  
Cumberland Presbyterian Church  
Evansville, Indiana**

*Price, 20 cents*

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## WOMAN'S BOARD OF MISSIONS

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**Organization.**—The Woman's Board of Missions was organized May, 1880, in response to a plea by Rev. A. D. Hail, Missionary to Japan under the Assembly's Board of Missions, that Cumberland Presbyterian women might do a work in foreign lands that was possible only to women.

**Object.**—To promote an interest in missions among the women of the Cumberland Presbyterian Church, and to work in co-operation with the Assembly's Board of Missions for the evangelization of the world.

**Location.**—Evansville, Ind. Office rooms in the American Trust Building.

**Personnel.**—An up-to-date list of names of Board members is carried in the Annual Report, and caption of W. B. M. Department of the Church paper.

**Number of Members.**—The number required by the Constitution is nine, four of whom constitute a quorum. The Board is privileged to fill vacancies occurring through the year by appointing active workers to serve until time of Annual Convention.

**Election of Members.**—The Board members are nominated by a Nominating Committee selected by the Convention, and elected by the Convention, which election is ratified by the General Assembly. The officers are elected by the Woman's Board at

its annual meeting following the close of Convention.

**Salaries of Members.**—Only the Board members employed in the office and giving full time to the work receive salaries.

**Meetings.**—The monthly or semi-monthly meetings are held at the Board Office. A devotional always precedes the business session. At these meetings business is transacted; problems discussed and plans made for the advancement of the work at large; letters of importance and of interest read. A report of each meeting is sent to all non-resident members, that they may be kept in close touch with the work. A pre-Convention Board meeting is held each year in February or March, with one or more non-resident members in attendance, to outline the Future Work Report and Convention program.

**How Work Is Carried On.**—The work is carried on and sustained through its co-operating organizations—Synodic and Presbyterian Societies, Ladies' and Young Ladies' Societies, Children's Bands and Sunday School Missionary Committees, all of which are auxiliary to the Board.

**Annual Convention.** — The Convention meets once a year, on Wednesday before the third Thursday in May, at the place set for the General Assembly.

**Eligible Delegates.**—Two members from

every Auxiliary that has paid dues into the Board Treasury during the Convention year. Also first and second delegates from Presbyterial and Synodic Societies.

**Advisory Committee.**—There shall be an Advisory Committee to the Woman's Board of Missions, such committee to be composed of one member from each Synodic Society (preferably a Synodic officer, or someone interested and informed concerning the work), such members to be elected at the annual meeting of the Synodic Society. These members shall constitute the Future Work Committee of the Annual Convention of the Woman's Board. After Convention it shall become the special duty of the members of the Advisory Committee to help agitate and urge, each in her state, immediate and effective effort to put into action the recommendations of the Future Work Committee, and to see that the auxiliaries in her state have an intelligent understanding of same, the extent of this and expense to be determined by the Synodic Society. It shall also be her duty to advise the Woman's Board during the year concerning the needs of her state work, or the work as a whole, and such remedies and plans as she deems helpful, having first consulted with her state officers, these suggestions and plans to be filed, if not previously put into execution, for the consideration of the next Future Work Committee.

**Executive Council.**—The Advisory Com-

mittee referred to above, with not less than three members of the Woman's Board, shall come to the meeting place of the Annual Convention a day in advance, where an Executive Session shall be held to study and discuss the needs, plans and problems of the work, the First Vice-President of the Woman's Board presiding. The quorum of the committee shall be based on one member from each Synodic Society and three members of the Woman's Board. A majority of these shall constitute a quorum

**Constitution.**—See Annual Report.

(See Supply List for leaflet on history of Woman's Board.)

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## **WOMAN'S BOARD OF MISSIONS DEPARTMENT**

The W. B. M. Department, so called, is a space in the Church paper allowed the Woman's Board and its work over the Church through the courtesy of the Board of Publication and the Editor of the paper, for the purpose of disseminating missionary news and information, and the upbuilding of missions in the Cumberland Presbyterian Church. The Editor of the Department is employed by the Woman's Board. These pages are open to every Missionary Society in the Church, and, indeed, their contributions are solicited by the Board and the Editor, as a means of increasing missionary interest and activity.

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## THE SYNODIC SOCIETY

The Synodic Society in our woman's work is that organization which conforms to the Synod in the work of the Church at large, or in the men's work. It is auxiliary to the Woman's Board of Missions, and is composed of all Auxiliaries, Young Ladies' Societies, Children's Bands, Sunday School Missionary Committees, and Presbyterial Societies located in the bounds of that particular Synod.

**Object.**—Its object is to enlarge and strengthen the missionary work of the Presbyteries, and the missionary organizations within its bounds.

**Officers.**—The officers of the Society are a President, Corresponding Secretary-Treasurer, Recording Secretary, Secretary of Extension, Secretary of Tithing and Chairman of Committee on Missions in the Sunday School. The Synodic Society elects no Vice-Presidents, the Presidents of Presbyterial Societies being the Vice-Presidents of the Society, and serving in the absence of the President in alphabetical order of Presbyteries.

**Duties of Officers.**—See Annual Report.

**Time of Meeting.**—In the fall, same as that of the regular Synod, the time and place usually regulated by that body.

**Delegates.**—The Synodic meeting is a delegated body composed of a first and sec-

ond delegate of each Auxiliary in its bounds, and first and second delegates from each Presbytery.

**Advisory Member.**—The Advisory Member is the delegate from the Synodic Society to the Woman's Convention, her duty being to serve as delegate to Convention, and as a member of the Future Work Committee, and to agitate and urge in her Synod immediate efforts to put into action the recommendations of the Future Work Report; also to serve as Advisory Member from her Synod during the year to the Woman's Board.

**Offerings at Platform Meeting.**—In Synodic meetings there is usually a missionary platform meeting some evening, rendered before the joint assembly of the Woman's Synodic Society and the Synod, in which a plea is made for financial assistance, and an offering taken. This offering, having been taken on the plea of missions, should be sent to the Woman's Board of Missions.

**Financing Synodic Work.**—With the half of the Synodic and Presbyterial Contingent Fund, and half of the Blessing Box Fund, and sometimes by other special plans.

**Constitution.**—See Annual Report.

(Leaflet, "Our Synodic Work", in stock at Board office. See Price List.)

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## THE PRESBYTERIAL SOCIETY

The Presbyterial Society is that organization in our woman's work which conforms to the Presbytery in the work of the Church at large, or in the men's work. It is auxiliary to the Woman's Board, and is composed of all the Auxiliaries, Young Ladies' Societies, Children's Bands, and Missions in the Sunday School Committees within the bounds of that particular Presbytery.

**Object.**—To enlarge and strengthen all missionary work within the bounds of the Presbytery.

**Officers.**—The officers are a President, Vice-President, a Recording Secretary, a Corresponding Secretary-Treasurer, a Secretary of Tithing, a Secretary of Extension, and a Chairman of Committee on Missions in the Sunday School.

**Duties of Officers.**—See Annual Report.

**Time of Meetings.**—Most Presbyterial Societies meet twice a year, in connection with the meeting of Presbytery.

**Delegates.**—The Presbyterial meeting is a delegated body composed of first and second delegates of each missionary organization within the bounds of the Presbytery.

**Obligated To Send Delegates.**—The Presbyterial Society is obligated to send one or more delegates (is entitled to two) to the Woman's Convention and to the Synodic meeting.

**Offerings at Platform Meeting.**—In Presbyterial meetings there is usually a missionary platform meeting some evening, rendered before the joint assembly of the Woman's Presbyterial Society and the Presbytery, in which a plea is made for financial assistance, and an offering taken. This offering, having been taken on the plea of missions, should be sent to the Woman's Board of Missions.

**Financing Presbyterial Work.**—With the half of the Synodic and Presbyterial Contingent Fund, and half of the Blessing Box Fund, and sometimes by other special plans.

**Constitution.**—See Annual Report.

(Leaflet, "Our Presbyterial Work", in stock at Board Office. See Price List.)

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## THE AUXILIARY

The Auxiliary is a Society in the local congregation organized for the purpose of promoting interest in, and prayer for, missions, and securing offerings for missions.

**Officers.**—The officers of the Auxiliary are President, Vice-Presidents, Secretary-Treasurer, and such other officers as the Society deems necessary.

**Duties of Officers.**—See Annual Report.

**Meetings.**—Held monthly, or oftener.

**Delegates.**—The Auxiliary being auxiliary to the Presbyterial Society, the Synodic Society, and the Woman's Board, is therefore

obligated and urged to send delegates to the Presbyterial and Synodic meetings, and to the Woman's Convention.

**Dues.**—The dues of an Auxiliary member are thirty-five cents a quarter, or one dollar and forty cents a year. Thirty cents of the quarterly dues is for the Woman's Board, and five cents each quarter is for the Presbyterial and Synodic Contingent Fund.

**Free-Will Offerings.**—In addition to the dues, at each regular meeting members shall have an opportunity of presenting free-will offerings. An Auxiliary member pledges to pay only \$1.40 a year when she joins the Society, but it is earnestly hoped that her love for and interest in the work will be such that she will desire, and find a way, to make free-will offerings over and above her dues. Seldom does a really interested member fail to do this.

**Contingent Fund.**—This is the extra five cents per quarter which goes to the Presbyterial and Synodic work, and is equally divided between these two organizations.

**When To Remit.**—By the 25th of the months March, June, September, and December.

**To Whom To Remit.**—Remit dues and all offerings, excepting Missions in the Sunday School offerings, by the 25th of the months above mentioned, to the Board's Secretary-Treasurer. Particularly necessary is it that a full report be sent at the end

of the first quarter, (March 31), that the statistics may be had for the Annual Report. The Auxiliary Secretary-Treasurer should send the Contingent Fund of the Society to her Presbyterial Secretary-Treasurer, who divides the amount, retaining half for the Presbyterial expenses and sends the other half to the Synodic Treasurer, for expenses of the Synodic work.

Send all Missions in the Sunday School offerings that are intended for the Woman's Board Treasury to the Board's Secretary of Missions in the Sunday School Work.

Send all payments for literature supplies to the Board's Secretary of Literature and Extension.

**Funds for Presbyterial Pledges.**—Contingent Fund and offerings toward Presbyterial pledges or undertakings, should be sent to the Presbyterial Treasurer, unless there is some specially appointed person to receive such funds.

**Reporting To Presbyterial Secretary-Treasurer.**—Though societies remit directly to the Board Office, a very definite report should be sent the Presbyterial Secretary-Treasurer each quarter. She needs the facts for the efficiency of her work, and to make summarized report to her Synodic Secretary and to the Board's Secretary-Treasurer.

**Second Quarter Offerings.**—Money sent to the Board Office during the last month of the second quarter (June) is not included

in the Annual Report, as the Convention Year closes May 31. Those offerings are the beginning of records for the new Convention Year.

**Societies Listed in Annual Report.**—Only the names of societies that contribute to the Board Treasury during a Convention Year appear in statistical portion of the Annual Report. New societies that have not had time to send in their dues or offerings are listed elsewhere in the Report.

**Honorary Members.**—Usually men members, who, because of their sympathy with and interest in the work of missions, desire to become affiliated with it.

**Dues of Honorary Members.**—The dues of honorary members are \$1.00 per year.

**Men as Regular Members.**—Men are gladly received into our work as regular members on the payment of \$1.40 per year. Whether honorary or regular members, they are privileged to vote.

**Men and Standard of Excellence Records.**—Because men members cannot be regular in attendance, they are not counted in average attendance at meetings, and other items on our Standard of Excellence for auxiliaries.

**Life Members.**—On paying \$30.00 in free-will offerings (over and above regular dues) into the Woman's Board General Treasury within one year, an individual or Missionary Society is entitled to a Life Membership

**Certificate.** This Life Membership can be bestowed as an honor gift by an individual or a Missionary Society.

**Privileges of Life Members.**—A Life Member has the right to be enrolled as a voting member in her own Presbyterial or Synodic meeting (but in no other save her own), and in the Woman's Convention. She can serve on committees, and has all the privileges of a regularly elected delegate.

**Life Members and Dues.**—Life Members are not exempt from dues, nor from any other obligation belonging to the Auxiliary member.

**Special Offerings and Life Membership.**—No offerings save W. B. M. Day and Convention offerings and free-will offerings apply on Life Membership.

**Memorial Members.**—Auxiliaries, or families and friends of some departed loved one, are privileged, through this beautiful idea of Memorial Membership, to have the loved one enrolled as a Memorial Member of the Woman's Missionary Organization on paying \$30.00 in free-will offerings into the General Treasury of the Woman's Board. An attractive Memorial Certificate suited to framing will be promptly mailed to the one sending in the offering and name.

**Standard of Excellence.**—A Standard of Excellence as outlined by the Future Work Committee and adopted by the Convention, is made up of items calling for the accom-

plishment of certain things in our work, or the striving toward certain goals. Credits are given for the number of points gained, and the Society that measures up to every requirement is called a 100% Society. Every 100% Society helps to bring up the work of our Missionary Organization to a higher standard, and if a Society does not reach attainment, it is in a healthier condition because of striving at all; and the work at large is strengthened because of any extra effort put forth on the part of societies to advance their particular work.

**Voluntary Aim.**—The Voluntary Aim grew out of the fact that certain societies found certain items in the general Standard of Excellence to be impossible to them because of local conditions. Societies were then asked to set an aim of their own, including the suggested items in the Future Work Report, and to report their aim to the Board's Secretary-Treasurer right after Convention, so that at the end of the Convention Year the items could be checked up and it ascertained whether or not they had reached their goal.

**Constitution.**—See Annual Report.

Leaflets, "Practical Reporting", "System of Reporting", and "What It Means to Have an Auxiliary", (showing relation of Auxiliary to Presbytery, Synod and Convention), give Auxiliary workers much needed information.

## HELPS FOR AUXILIARIES

**Mission Study Book.**—Each year the Board adopts a Foreign Mission Study Book that is in use in most all denominations, not only that necessary helps may be had for carrying on a study course, but that our Church may be united with a mighty army of Christian workers in studying about and praying for the same country. A booklet of programs (generally called "How to Use") is issued with each new Study Book. At the end of the calendar year societies are notified of the book to be used the ensuing year, through the W. B. M. Department and a letter from the Literature Department.

**Denominational Mission Study Course.**—A very attractive booklet of programs that cover a study of the work of our Missionary Organization from the Woman's Board to the Auxiliary, including Mission Stations, missionaries, and movements launched from time to time for the advancement of the work.

The general theme of this course is "Throwing LIGHT on Cumberland Presbyterian Missions," and the thought of Light is carried out through the entire set of programs, it being emphasized in each devotional and study lesson.

While these programs are mainly for new societies, they will be of great interest to old societies, and will be welcomed by them,

because they afford the opportunity for most interesting, informational and inspirational meetings.

With the use of the Programs, Handbook, Annual Report, also leaflets on our work and workers called for, one can have a rather complete knowledge of all our work and plans for carrying it on. 25 cents.

**Annual Report.**—Contains minutes of Convention, President's address, annual reports of Board and Synodic officers, annual reports and messages from our Missions, records and statistics of the year's work, constitutions for all organizations from Woman's Board to Children's Band. 25 cents.

**Monthly Topic Leaflet.**—On our denominational work, or subjects of vital interest to missionary workers. Published monthly and mailed to subscribers a month in advance. The Leaflets meet a need of societies that do not carry the Foreign Mission Study Course, but many use them along with the Study Book programs. Individual subscribers find them both informational and inspirational. Two cents each; 15 cents per dozen, if mailed to one address; \$1.80 per year's subscription of twelve Leaflets a month.

**Missionary Review of the World.**—A splendid missionary magazine which brings with it every month a wealth of information along every line of missionary activity.

No live Auxiliary member can well afford to be without this inspiring source of information, as it furnishes material for programs, facts and statistics for papers, talks, and charts, pictures for posters and hand-work, and suggestions as to best methods of conducting the work, as well as inter-denominational news items from all the mission lands. Subscription rate, \$2.50 a year. (The Board receives a liberal discount on subscriptions sent in through this office.)

**Future Work Report.**—The Report is mailed to societies from the Board Office soon after the close of each Annual Convention, also supplied upon request during the year. It should be studied thoroughly and kept before the Society in some way. (See page 33).

**Secretary-Treasurer Report Book.**—Containing blanks to be filled out by Auxiliary Secretary-Treasurer, original to be sent to Board's Corresponding Secretary-Treasurer; a copy to the Presbyterial Secretary-Treasurer, and a copy retained for local record. Every Society needs to provide itself with one of these booklets for making its quarterly reports. 10 cents.

**Four-Fold Chart.**—A diagram showing relation of societies from Auxiliary to Board, carrying lines for names of officers of the Board, Synod, Presbytery and Auxiliary; the purpose of the chart being to acquaint

our people with our channels of work, leaders, etc. 10 cents.

**Compendium of Parliamentary Law.**—This little book is a simplified form of Robert's Rules of Order, and is so arranged by Mrs. John F. Lewis as to be easily understood. It would prove helpful to every officer or member of our Missionary Societies, and each Society should be a class in training for efficient leadership and intelligent participation in all of the business sessions of the work. This book was adopted at the 1917 Convention for use in our Missionary Organization. 45 cents.

**Constitutions.**—The Auxiliary constitution, and all constitutions from the Children's Band to the Woman's Board, are given in the Annual Report, also are furnished in leaflet form upon request.

**Harmony of the Gospels.**—A small booklet containing a complete Harmony of the Gospels and a Summary of Acts. Especially helpful to Bible students and Sunday School teachers. The booklet was presented to our Missionary Organization by Rev. Carl Lasley, that the amount received from the sale of the entire lot of booklets might go into the Board Treasury as his contribution to missions. Buy a copy and help the Board to sell others. 25 cents.

**Supplies.**—Books, booklets, leaflets, mite boxes, report book and blanks—all helps necessary for the conduct of the work—are

carried in stock, and named and priced on a Supply List which is prepared at the end of each year and mailed to missionary organizations and Sunday School Missionary Committees; also kept on hand for those who write for them. (Order all supplies from the Literature Department.)

Note.—Many of the above mentioned helps—also those mentioned on Supply List—are suitable for and usable in Missions in Sunday School Work.

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### **ORDER OF BUSINESS**

Reading of Minutes  
Roll Call and Offering  
Report of Committees  
Report of Special Committee or Delegate  
Unfinished Business  
Communications  
New Business  
Adjournment

Note.—Societies would find Mrs. J. F. Lewis' Parliamentary Law Book of much help in conducting the Business Period of the monthly meeting.

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### **SUGGESTIONS FOR AUXILIARY MEMBERS**

“Members should attend every meeting of the Auxiliary in a spirit of prayer.

“Members should be present at the hour

appointed for the meeting and should remain to the close of the session, if possible.

“Each member should put her best mental and spiritual efforts into the preparation of any particular duty assigned to her.

“All dues and all special offerings should be paid promptly, remembering that the failure of members to pay their moneys quarterly affects the finances of the Board, causing deficits, etc.

“Each member of an Auxiliary should try to interest others and to increase the membership. Each woman should have a prayer list, including the missionary workers, Missions, etc.

“Each member should realize that the success of the Woman’s Missionary Society depends upon the faithful performance of duty by the members. Competent officers count for much, but they cannot accomplish any great results without the loyal support of the members.

“Each member should give loyal, enthusiastic service.”

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### YOUNG LADIES’ SOCIETY

This is a society of young ladies in the local church organized for the purpose of promoting interest in missions, prayer for missions, and securing offerings for missions.

**Officers.**—President, Vice-President, Secretary-Treasurer, and such other officers as the Society deems necessary.

**Duties of Officers.**—See Annual Report.

**Meetings.**—Should be held monthly or oftener.

**Dues.**—The Society is privileged to specify its own dues. Same should be sent to the Treasurer of the Woman's Board by the 25th of the months of March, June, September, and December, and a report sent to the Presbyterial Secretary-Treasurer.

**Contingent Fund.**—The Young Ladies' Society is not required to pay Contingent Fund.

**Delegates.**—This Society is obliged to send delegates to the Presbyterial and Synodic meetings, and the Woman's Board Convention.

**Men Members.**—Members of a Young Ladies' Missionary Society are urged to solicit their gentlemen friends as regular or honorary members, with dues of \$1.40 and \$1.00, respectively.

**Participation in the Work.**—Young Ladies' Missionary Societies are solicited to make contributions to the Educational Fund, to observe all Special Days, or to take part in the observance of them. And, in every way possible, to become fully identified with all the aims, purposes and plans of our Missionary Organization.

**Constitution.**—See Annual Report.

## HELPS FOR YOUNG LADIES' SOCIETIES

See "Helps for Auxiliaries", also Supply List for Study Books and leaflets for young people.

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### CHILDREN'S BAND

"Childhood is pre-eminently the time for training. Habits of thought and action acquired during these impressionable years rule adult life to an amazing extent. If both a sense of responsibility for intelligent service and a habit of action in the face of need are not developed within our boys and girls, such qualities will not characterize the adult life of our Church in the next generation. Furthermore, by failure to train our children for intelligent service, we are very definitely training for irresponsibility, indifference, or inaction in the face of need. Which is our Church doing?"

It is true that at the present time we have several thousand children who are receiving more or less instruction along missionary lines in our Sunday Schools as a result of our systematic effort to teach missions through a Missionary Committee in the Sunday School. And we would in no sense deprecate the tremendous value and hope for the future of missions in the Cumberland Presbyterian Church in this fact. Indeed, when we consider the possi-

bilities bound up in these thousands of children under missionary influences in our Church schools, we are almost overwhelmed with gratitude that God has so abundantly blessed our efforts in this direction. But this is not enough.

“Because training in service involves not merely the teaching of facts that children may know, but also a training to do by repeated practice in doing, it cannot easily be accomplished in a single crowded Sunday School hour once a week. Many most important kinds of ‘doing’ are not adapted to Sunday, and, in the nature of the case, much of the Sunday School work must be impressional rather than expressional. This is not to say there should be no missionary teaching in the Sunday School, but that beginning there it should be carried far beyond the school limits of time and method.

“So we come face to face with the Church’s need of a society for the children in which they shall grow not only into the knowledge of what needs to be done and how to do it, but also into the habit of doing these things. Churches and parents may excuse the lack of these organizations by the plea that the children are too busy, that there are no leaders, that circumstances prevent; such explanations do not alter the inevitable result. Once we glimpse the importance, for their own future happiness and for the good of Christ’s growing

kingdom, of establishing the habit of intelligent, unselfish service within our children's lives, we shall find that some other parts of the training which keeps them so busy may better be diminished than this training in service omitted: we shall then find or make the leaders and we shall bend the 'circumstances' to our will!"

Indeed, in our eagerness to extend our hold on the Sunday School through a Missionary Committee, we stand dangerously near overlooking the tremendous importance of organizing our children into Mission Bands, and gathering them into groups for the definite purpose of teaching them not only the missionary idea, but training them how to give expression to these impressions gained through Missions in the Sunday School by "doing" with their own hands, and serving through the activities of their own minds, in the organization where missions is the one chief and definite purpose.

We need to get our children into Mission Bands to teach them not only the Why of Missions but also the How of Missions. The How of Missions is as necessary to the future leadership of our work as is the Why. This can be learned only in missionary organizations. So let us urge, plead, pray, then answer our own prayers by working to get our children into Mission Bands as well as to get Missionary Committees in our Sunday Schools.

**Children's Band.**—A Children's Band is a society of children organized for the purpose of being taught the Why and How of Missions.

**Leader.**—There must be a leader for the Band, an older person who will meet with them, and teach and train them, and have general oversight of their meetings, arrange the programs for same, and act as Treasurer of the Band, or appoint same.

**Officers.**—A President, First and Second Vice-President, and a Recording Secretary, chosen from among the children.

**Meetings.**—It is left to Bands to have their meetings monthly or oftener; but when the children composing the Band are small, monthly meetings seem a long time off to them, and for this reason some Leaders prefer the semi-monthly meeting.

**Anniversary Meeting.**—The anniversary meeting, to be held about the date of the Band's organization, could be observed each year with profit to the Cause. The children like to do things, and not only enjoy taking part on the program, but receive training that counts to them and to the work. Mothers of the Band children might be guests of the Band at its anniversary affair, or the Auxiliary members could be entertained. This special event gives the children something to look forward to and plan for, and helps them to feel their importance in the work.

**Participation in the Work.**—Children should be encouraged to take part in the meetings, and to sometimes help conduct them. Handwork should be planned for them; they should be asked to read and tell short missionary stories, and to read **EVERYLAND**, the missionary magazine for boys and girls, if old enough; and they could be told, in a simple way, of the missionary work of our denomination, and be shown how they can help this work to grow by working and giving as best they can.

**Reporting.**—Band Leaders send all offerings to the Board's Secretary-Treasurer at the end of each quarter, with a report of meetings held, members gained or lost, name of Leader, etc. A copy of this report is sent to the Presbyterial Secretary-Treasurer for her records. Bands will use the Auxiliary Secretary-Treasurer report book until other arrangements are made for them.

**Funds.**—The Band shall determine for itself what its dues shall be. It is generally thought best not to fix any definite sum but to encourage giving by "expecting" an offering each time.

**Constitution.**—See Annual Report.

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## **HELPS FOR CHILDREN'S BANDS**

**Everyland.**—A missionary magazine for boys and girls from ten to fifteen, with a

corner for smaller children. There is no other magazine that could take its place for use in the Children's Band or Sunday School, as it gives training along the lines of the child's interests and needs, by methods which are attractive to children. It contains fascinating stories of life and conditions in other lands, and pictures which are not only interesting in themselves, but provide attractive material for posters, charts and handwork. Price, \$1.50 a year. (The publisher allows the Board a nice discount on each subscription sent through the office.)

**Here and There Stories.**—Foreign and home stories for boys and girls. Attractively written, and full of life and action. Their purpose is to acquaint boys and girls with children of all lands, including our own, to create sympathetic attitudes toward them, and thus lay the foundation of world friendship in their own lives. Published monthly, excepting July and August. Both foreign and home stories mailed to subscribers for ten months for twenty-five cents.

**General Helps.**—See Supply List for study course material, books, booklets, leaflets, mite-boxes, etc., mentioned in children's division. (The Supply List and a Study Book announcement are mailed to Children's Bands at the end of each calendar year.

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## GENERAL INFORMATION

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### FUTURE WORK REPORT

From 1907 to 1919, a committee was appointed at the Convention each year to outline the work to be undertaken or carried on the next year, and called the Future Work Committee. At the 1919 Convention action was taken that the Woman's Board outline the Future Work Report.

About in February, each year, the Board has a special meeting, with one or more non-resident members in attendance, to plan for the coming Convention, and to consider the "Thoughts", or suggestions, sent in by auxiliaries or individuals for the advancement of the work, and to count on the "Banner for Best Thinkers", if used in the Future Work Report.

If the suggestions are new or usable, they are incorporated in a list of recommendations drawn up by the Board, and presented at the Executive Council on the evening preceding the Convention, for explanation and discussion. The Advisory Members of the Woman's Board forming the Future Work Committee for that Convention, take these recommendations and add or eliminate items in their committee meetings, and near the close of the Convention, submit their report to the body for consideration and action. The Future

Work Report adopted by the Convention becomes our policy of work for the new Convention Year.

(Only the Thoughts that reach the Board office by February first, count on the Banner given by the Board at the Convention each year to the Synod having sent in the largest number of used Thoughts that year.)

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### **EDUCATIONAL FUND**

This is a fund created for the education of missionary candidates, and though voluntary, is the obligation of all, for the Board has no other fund to meet this very urgent need. Educated missionaries we must have. This is a day of specialists and specializing along definite lines, and no class of people has its resources so drawn upon as the missionary. They **MUST BE** educated and fully equipped for their work. Every Society should feel honor-bound to make a contribution to the Educational Fund sometime during the year.

Societies and individuals are privileged to choose their beneficiaries of this Educational Fund. When this is not done, the offerings sent in will go into the General Educational Fund for the benefit of those for whom no special provision has been made by their friends.

(For detailed information write to the Board's Secretary-Treasurer.)

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## BLESSING BOX PLAN

The Blessing Box is a small box which is to be had at the Board Office, and is intended to receive offerings contributed when blessings come into one's life. The "Blessing Box Plan" has been adopted by several Synods as a means of financing their Presbyterial and Synodic work. The auxiliaries supply themselves with the Blessing Boxes, into which they make their "blessing offerings". Once or twice a year these boxes are opened in an Auxiliary meeting, members telling of their blessings, and the contents of the boxes is sent to the Presbyterial Secretary-Treasurer, who divides the amount equally between the Presbyterial and the Synodic work, thus providing funds for the financing of both.

(See Supply List for price of boxes.)

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## FUNDS

**Financial Aim.**—At the Convention each year the Future Work Committee recommends to the Convention that our Missionary Organization raise a certain amount of money during the Convention Year. The sum specified is called our "Financial Aim", and usually it is enough to cover the running expenses of the year and to allow a margin for the taking up of new work, or enlarging the old. **Dues and ALL offerings apply on the Year's Aim.**

**General Treasury.**—This is a term used to differentiate our main treasury from those special funds that must be kept separate and held in reserve for special work or undertakings.

**Regular Offerings.**—Include Free-will Offerings received at Auxiliary meetings; Synodic and Presbyterial Offerings that reach the General Treasury for *regular work*; W. B. M. Day Offerings; Sunday School Missionary Offerings that are not designated for a special object; and all such offerings that come into the General Treasury to be used for the regular work—such as rents of Missions, unassumed salaries, office expenses, literature, printing, stationery, postage, etc. *Regular Offerings* enable the Board to launch new work and expand the old. (Sunday Schools are given credit for all offerings received, unless they are sent through the Auxiliary, in which case the Auxiliary receives credit.)

**Special Offerings.**—Include the South American, Medical Missions, Mothers' Day, Educational, and Building Funds; Presbyterial and Synodic Offerings sent in for a *stated purpose*, and all offerings intended for *special objects*. *Special Offerings* are used to pay for mission buildings and their furnishings, for carrying on special work, etc. It is money paid into the treasury for a *specific use*, and no matter how the Board

might be needing funds for *regular work*, these Special Offerings could not be touched. This would be "diversion of funds".

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## SPECIAL WORK

The history of our Special Work is interesting, and dates to the courageous step taken by Kentucky Synod when that Synod organized themselves into a co-operative effort (between the men and women of the Synod), and voted to pay the salary of Rev. Gam Sing Quah with the offering taken in the missionary platform meeting of Synod. The salary was then \$1,000 a year. As the offering in the platform meeting prior to that had not exceeded \$35.00, this action required both courage and faith.

This action was taken in the Synodic meeting, October, 1917, and Kentucky assumed the salary of Rev. Gam, beginning with the month of November of that year, and has continued to pay his salary since then. Finding they could do more, in their Synodic meeting two years later, Kentucky Synod raised Rev. Gam's salary to \$1,200.00 per year, and not only has the offering in the platform meeting met this obligation, but has created a surplus, which, by action of the Synod in the fall of 1921, was set apart for Medical Missions. And again did Kentucky prove her vision by taking the lead in a great movement, with the result that

Kentucky came to the rescue in November, 1923, with an offering of \$395.19 for Medical Missions.

Very soon this idea of co-operative work assumed by Synods and Presbyteries, spread over the Church. At the present time the special work assumed by organizations and individuals is as follows:

**Illinois Synod:** Illinois followed Kentucky's example by assuming the salary of a native helper in the San Francisco Mission. Upon the resignation of this worker, the Synod created a Rev. George Coleman Educational Fund, and Special Offerings to this Fund has become their Special Work.

**Kentucky Synod:** Salary of Rev. Gam, \$1,200 per year. One Educational Scholarship assumed. An individual supports a worker in the Honam Mission.

**Missouri Synod:** Assumed the salary of the Jin Rickisha Worker. Lexington Presbytery donated a piano, costing \$503.65, to the Canton Mission. Bible Woman at Canton Mission supported by an individual.

**Pacific Synod:** Individuals are sending \$10.00 a month for the Canton Educational Fund.

**Tennessee Synod:** Educating Rev. and Mrs. W. L. Swartz, and have obligated themselves to meet their salary when on the South American field. Also responsible for the salaries of two workers in the Shek-

ki Mission. The Greeneville Auxiliary supports a worker at the Sha Kai Mission. The Chattanooga Christian Endeavor Society pays the salary of a Tong Gaw Mission worker. The Arrington St., Sunday School (Nashville) carries the salary of a Shek Won worker. Two individuals support a worker in the Canton Mission.

**West Tennessee Synod:** Meets salary of a worker in Ti Won Mission. Assumed one Scholarship. Salaries of two workers at Ti Won are being met by the Dyersburg Auxiliary. An individual supports a worker in the Shek Won Mission.

**Texas Synod:** Supports a worker at Shek Won Mission. One-fourth Scholarship assumed. Salary of Shek Won Mission worker assumed by an individual. Building a Memorial Missionary Library at Bethel College.

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### SPECIAL DAYS

**W. B. M. Day**—Woman's Board of Missions Day.—Since the fall of 1907, the second Sunday in October has been set apart as a time that the work of the Woman's Board of Missions shall be presented to the congregation by the Auxiliary, through a public service. Its purpose is four-fold: To increase interest in the work of our Missionary Organization through information; to win friends to the Cause of Missions and enlist them as members of the

Auxiliary; to promote spirituality; to secure offerings for the Woman's Board Treasury. Through these means a larger work is undertaken and maintained. A W. B. M. Day program and helps are mailed to societies each year in time for the observance of the regular day. The societies that find it impossible to render the program at that time usually arrange to have it at a later date. (A leaflet on W. B. M. Day can be procured from Board Office.)

**Mothers' Day.**—Mothers' Day in the Cumberland Presbyterian Church is observed on the same date of the National Mothers' Day, the second Sunday in May. The object of the National Mothers' Day is to pay loving tribute to living mothers, which is indeed a thoughtful and beautiful thing to do. But the purpose of our Cumberland Mothers' Day is even greater: Out of gratitude for a precious living mother, or in memory of a sainted mother, we have the opportunity to make an offering to our Mothers' Memorial Fund, which fund is used for the uplift and education of Chinese mothers, women and girls, and for the education of our Chinese ministerial candidates. Mothers' Day programs and helps are sent to societies each year in time for them to plan well for the service.

(In the history of our work, as the occasion has demanded, we have observed at one time or another several Special Days

such as Mrs. Gam Sing Quah Memorial Day, Build a Mission Day, Missions in the Sunday School Day, and others which have served a special, timely need. But W. B. M. Day and Mothers' Day are permanent Special Days which, by action of Convention, are continued from year to year).

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### **MOTHERS' MEMORIAL FUND MOVEMENT**

This is a Movement inaugurated as a memorial to Cumberland Presbyterian Mothers. It came to us as a result of a great longing in the heart of Mrs. Johnie Massey Clay to find something worthwhile and noble to do in memory of her own mother, Mrs. Mary Frances Massey.

Mrs. Clay's love for her Church soon led her to include all our mothers, and to extend her search for something large enough and noble enough to be a fitting memorial for all Cumberland Presbyterian mothers. "It must be something to meet a real need in a real way, and not an imaginary need —a monument that could not be built in a single year, but which we would go on building through all the years."

She had often troubled over the untaught mothers in our Christian communities in China. We draw the boys and girls into our day schools, and men and women, boys and girls and children into the church and Sunday School, "but we leave the mothers

and the homes still in the grasp of grime and disease, never dreaming anything can be different." The experience of home-making, sanitation and cleanliness, of wifehood and motherhood in its highest, noblest sense is unknown to them still. To make Christians of them is not enough. The home life and family life must be lifted up. And this can only be done through the mothers. "But when none among them know, who is to teach them? Someone among them must be taught that she in turn may teach others. But who? and how?"

Then came the thought that here was a task large enough, noble enough, and far-reaching enough to serve as a monument even for *our mothers*.

The plan contemplates the observance of Mothers' Day on the second Sunday in May with an appropriate program sent out by the Board, at which time an offering shall be taken, which provides a fund with which intelligent, consecrated girls from our day schools in China will be sent to Mission Boarding Schools in which they will be taught home-making, cleanliness, and sanitation, and how to prepare food and serve it—where they will be trained as teachers and leaders for their own communities. The plan also provides that this fund shall educate our young ministers in China. What more fitting or nobler monument could we build to our mothers than this

—which shall lift up humanity for aye and aye? (Mothers' Day literature can be obtained from Board Office.)

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## MISSIONS IN THE SUNDAY SCHOOL MOVEMENT

This is a Movement inaugurated at the Woman's Convention in 1918, the purpose of which is to encourage a systematic teaching and training along the line of missions in our Sunday Schools. To get this done it is necessary to have a system of introducing this effort in the Sunday School. "Everybody's business is nobody's business", therefore it becomes necessary to make this effort in behalf of Missions in the Sunday School SOMEBODY'S special business. It is asked that a Committee be appointed for this purpose in the local Sunday School; that the Chairman counsel with her pastor and superintendent and the teachers, enlisting their interest and co-operation. Then through specially arranged programs before the Sunday School at regular intervals, she should present interesting and concrete facts concerning missions, and also attempt to build missionary activity and a missionary library in the Sunday School; prevail on the teachers to stress missions in class work; see that missionary songs are sung in Sunday School; and that prayers are offered for missions and missionaries.

It is not intended that Missions in the Sunday School Through a Missionary Committee take the place of, or preclude the necessity of, Children's Bands or other junior missionary organizations, but the rather, that Missions in the Sunday School shall lead to these by providing interested leaders and the proper atmosphere.

The plan calls also for a Presbyterial Committee on Missions in the Sunday School who shall stress this phase of the work in the Presbytery. And a Synodic Committee on Missions in the Sunday School, whose duty it is to stress this work in Synodic meetings and otherwise over the Synod.

(For further information regarding the Movement write the Board's Secretary of S. S. Work, or get leaflets from Board Office. See Supply List.)

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### TITHING MOVEMENT

The origin of the Tithing Movement was the outgrowth of prayer and a desire to assist our Church financially. The plans for the organization were made by Vint N. Bray in 1911.

Missouri was the first state to appoint a Tithing Secretary. In 1912, Mrs. Vint N. Bray was appointed Tithing Secretary of the Woman's Board of Missions. At the Wagoner Assembly, in 1914, the men joined

the Movement and organized a Board of Tithing. The Chicago newspapers made mention of the fact as the first progressive step of the kind in the United States.

Mr. Bray served as Secretary and Treasurer until his death, in 1916. His great desire was to see a man placed in the field for the Cause. At the Tithing Rally of the Convention at Memphis, Tenn., after hearing Rev. Hugh S. McCord's address, he felt that he was the man for the place but there was not enough money in the treasury to consider such a move by the Board.

While he never lived to see the fulfillment of his heart's desire, yet it was through his sacred memory at the Memorial Service of the Assembly at Lincoln, Ill., that the way was opened, and the pledges furnished for the support of a field worker.

At the next meeting of the Tithing Board Bro. McCord was appointed the Tithing Evangelist. With God's help and approval the work has grown and prospered until nearly every Synod and Presbytery is organized; our churches are appointing Tithing Secretaries and having campaigns; our list has grown until there are nearly 5,000 names on the Cumberland Presbyterian Tithing Roll.

(Leaflet, "History of the Tithing Movement in the Cumberland Presbyterian

Church", in stock at Board Office. For literature on Tithing, address the Board's Secretary of Tithing.)

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## EXTENSION PLAN

This is a plan of organization introduced into our work by Mrs. W. F. Langley, of Tennessee, whereby new societies are gained without paid organizers.

There is a General Secretary of Extension (either a Board member, or a worker employed by the Board), who has oversight of the entire extension work; a Secretary of Extension in each Synod, whose duty it is to see that a Secretary of Extension is appointed in each Presbytery, through whom she works in her respective Presbyteries, in behalf of organization. Each Presbyterial Extension Secretary, in turn, according to the plan, divides her Presbytery into two or more divisions, each embracing several local churches, over which she appoints a Supervisor whose duty it is to organize Missionary Societies, and nourish them until they are strong enough to hold their own, also to revive weak and discouraged societies. The Supervisors are to keep in personal touch with the Presbyterial Secretaries, and the latter report every quarter to the Synodic Secretary. Then the Synodic Secretary reports to the Board's Secretary of Extension at the end of each

quarter. The plan is comprehensive, and has brought splendid results where it has been worked. (For information regarding the plan of work, write the Board's Secretary of Extension; for literature, see Supply List.)

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## MISSION STATIONS

**San Francisco Mission.**—Our San Francisco Mission is the one Mission left us after the exodus, and was saved to us by the loyalty of Gam Sing Quah. It is for Chinese. We own the property—a Mission building erected in 1920-1921 at a cost of \$31,000. The Mission maintains a day and night school for Chinese, consisting of kindergarten and primary departments and an English school for older boys, during the day and at night; also a Chinese school taught by the Chinese pastor, Rev. Tom Jung. The school in its several departments accommodates near 200 students.

We have a Chinese church, with a membership of one hundred ten, and a Sunday School with an enrollment of ninety-eight, in connection with the Mission. Miss Julia McCaslin is Superintendent, Rev. Tom Jung is Chinese pastor, Miss Eva Ater and Miss Rosa Gambill, teachers.

(See Supply List for leaflets on this work. A yearly report and message from the Superintendent appear in the Annual Report each year.)

**Our South China Missions.**—The first Mission—our Base Station, the hub around which seven other Stations are located—was established by Rev. Gam Sing Quah in 1908. Since that time he has established Missions at Honam, Shekki, Sha Kai, Ti Won, Tong Gag, Shek Won, Rickisha and Ti Chung. At six of these places we own our property and have splendid buildings and equipments. These eight Missions stand for eight schools for boys and girls, with a pupilage of four hundred ninety-one; eight organized churches with a total membership of one thousand eight hundred and twenty-four; eight Sunday Schools with an enrollment of one thousand and twenty-seven; sixteen teachers, six Bible Women, and several young men studying for the Gospel ministry.

(For further information, see "History of South China Work" and other leaflets at Board Office. Also yearly reports and messages given in the Annual Report from year to year.)

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## **PROPOSED SOUTH AMERICAN WORK**

The proposed South American Work has been before us as a Church for a number of years. Unsettled conditions at the time of the war made us defer plans; and then we were urged toward the South American field with an unexpected impetus by the

death of Rev. John A. Deaver, who had gone into the bloody war with the intention of going as a missionary to South America on his return. He did not return. The people of West Tennessee Synod petitioned the Woman's Convention that the proposed South American Mission be named the "John A. Deaver Mission", pledging themselves to generous contributions. The name was granted, and West Tennessee has not failed; but her special efforts were cut short for a time by the urgent need of Mission buildings in San Francisco and Canton, China, and our consequent strenuous efforts to meet those needs.

The prayers of the Church still ascend. A Mission in South America is a definite, positive purpose. September, 1922, Rev. and Mrs. Walter Swartz laid their lives on the altar for that field, and Tennessee Synod became responsible for their training, and, ultimately, for their salaries. They are now at Moody Bible Institute, Chicago, making their preparation. The Church's interest in this neglected field increases; more prayers daily ascend; and we will enter that great open door—there is no doubt of that. Thank God!

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## MEDICAL MISSIONS

Rev. Gam had not been in China long until he began writing of his hope that our

Church would take up medical work there, because of the need being so great, and the door of opportunity open so wide to us. Through letters, and when in America in 1920, he continued to stress this need.

His converts are also concerned about this phase of work among their people. At one time one of our Chinese Christian women gave to the Board a valuable lot, situated near our Canton Mission, for a hospital, saying in her letter to the Board that she hoped to add funds to this donation, and pleading that a "hospital work be built for Jesus". Rev. Gam later wrote that during the war going on in his country the Government confiscated this lot, but he believed it would be released.

The subject of Medical Missions was presented at Kentucky Synod in 1921, and it was voted that the surplus above Rev. Gam's salary should form the nucleus of a Medical Missions Fund. This subject was before the Synod again at its 1922 and 1923 meetings, and the amount received above Rev. Gam's salary placed in the Medical Missions Fund.

Upon completing her work at Bethel College in 1921, Miss Artie Robey was asked to choose some particular course of study that she would like to take in her further preparation for missionary service. She felt the call of the nursing profession, and named

China as her field of labor. In the fall of 1921 she entered the Walker Hospital, Evansville, Ind., for a nurse's training course, and will finish her hospital work in February, 1924.

At Illinois Synodic meeting, 1921, Rev. George Coleman laid his life on the altar for missionary work, and the Synod started an educational fund for his use. In the fall of 1923, when Rev. Coleman called at the Board Office one day, the need of a medical missionary was put before him. This field of service appealed to him, and on going home and talking the matter over with his wife, they spent the night in prayer. In a few days he notified the Board that it was clear to them he could render best service to humanity through medical missions. He was interviewed at a Board meeting, and in October entered Evansville College for a pre-medical course, on the completion of which he will attend a school of medicine.

In the fall of 1923 the Board received letters from Rev. W. A. Blades, of Tenn., and his son, Edgar, to the effect that the son had surrendered his life to the call of God for foreign missionary work. As he is taking a pre-medical course, and desires to be instrumental in healing body as well as soul, he felt he should continue the study of medicine and go to the field as a medical missionary. He was also interviewed by the

Board and accepted as a medical missionary candidate.

Auxiliaries and individuals are solicited and urged to send offerings to the Medical Missions Fund, the purpose of which is to equip our medical missionary candidates for service, and to undertake the work of Medical Missions.

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### OUR MISSIONARY CREED

“We believe in God, the Father, and in His Son, Jesus Christ, and in the Holy Spirit.

“We believe it is our duty to tell the heathen the plan of salvation that God provided through the death of His Son and applied through the agency of the Holy Spirit.

“We therefore believe it is our duty to send them the Bread of Life by the hand of our missionaries, and to pray for our missionaries, and to do all in our power for the spread of the Gospel in the earth, that Christ’s Kingdom may come.”

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### WAYSIDE PRAYER AND BENEDICTION

O Holy Lord, our Father and our God,  
Hear Thou and answer this ardent prayer  
of our hearts—

The Cumberland Presbyterian Church a  
Missionary Church,

The Cumberland Presbyterian Church a  
Missionary Church,

Through Jesus Christ our Lord. Amen.



